

## **DEPARTMENT OF ADMINISTRATIVE SERVICES INTERNAL POLICIES AND PROCEDURES**

**Subj:** SALARY -- REASSIGNMENTS

**Date:** August 14, 2002

**Ref:** (a) Human Resource Management Rule (DHRM) R477-6

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**Purpose:**

To establish a policy that sets salary parameters and ensures equal treatment for all current state employees that accept a position with the Department of Administrative Services that has an equal or lower salary range than the employee's current position.

**Policy:**

1. An employee transferring from one position to another with the same salary range is not eligible for a salary increase. An employee accepting a lateral position shall not be offered an Administrative Salary Increase (ASI) within the first six months of their new employment unless there is an inequity created wherein the salary of the transferring employee is significantly below that of incumbent employees in the same title.
2. If a lateral transfer creates an inequity between the new employee and current division employees, the division director can request an ASI for consideration by the executive director. ASIs based on inequities shall not be effective the same date as the transfer but could be processed for a subsequent pay period.
3. An employee **voluntarily** accepting a position with a salary range of **one** step lower than the employee's current salary range shall be treated as if the position were at the same level and will not be required to take a pay cut.
4. An employee **voluntarily** accepting a position with a salary range of **two** or more salary steps lower than the employee's current salary range, shall be placed at the salary step within the new salary range corresponding to a salary decrease of two steps. A transferring employee shall not receive a salary higher than the highest salary step of the new range.

5. Divisions can request exceptions to this policy by submitting a request to the executive director. Requests must be in writing and must identify how granting an exception will benefit the department.
6. The Department of Administrative Services= human resource staff shall be responsible for informing current state employees applying for DAS positions if they will be impacted by the department=s salary policy prior to placing them on interview lists. Only applicants willing to accept the provisions of this policy will be interviewed for department positions.
7. The Department of Administrative Services= human resource staff shall be responsible for informing hiring officials of the status of each applicant. Human resource staff members shall provide hiring officials the following information on each current state employee applicant included on the interview list:
  - a. Current salary and step.
  - b. Current step range.
  - c. Current title.
  - d. Eligibility for a pay increase; the range of steps applicant could receive.
  - e. Requirement for a pay cut; the new salary step the applicant would be placed on.